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PROPOSED FUNCTIONS

EE/ADMIN

MAJOR FUNCTIONS:

1. Reviews programs, project logistical annexes, other plans and documents concerning the logistical aspects of Division activities, and amendments thereto, to assure, through coordination with the Office of Logistics, T&E, Commo., Medical Office and other technical components, that requirements are within available resources and foreseeable capabilities, and obtains Office of Logistics concurrence where appropriate.
2. Provides specialized advice and assistance, on request, to Division components in the preparation and processing of logistical compilations and tabulations.
3. Coordinates with Office of Logistics to assure adequate and timely supply of materiel, including real estate and vehicles, for the field operational activities within the Division's area of responsibility.
4. Receives and reviews supply requests from the field and coordinates, where necessary, with other Agency components having operational interest therein.
5. Prepares formal requests for supplies and equipment, with appropriate shipping instructions, and forwards to Office of Logistics for action.
6. Coordinates Division compliance with authorized requests from the Office of Logistics for logistical tabulations, forecasts, inventories and reports, and prepares consolidations where necessary.
7. Reviews Division T/A's and A's allowance and consumption factors, stock level requirements, etc., for adequacy.
8. Maintains liaison on behalf of the Division with other D/P and Agency components on logistical matters of common concern.
9. Coordinates the selection of logistical personnel for assignment to the EE Division Headquarters and Field establishment.

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